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13 November 1987

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
                   Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 13 November 1987

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    2. On 5 November an OS representative briefed the Fall Symposium of the Security Affairs Support Association on "Soviet Espionage in Industry." Sponsored by the Defense Intelligence Agency, the symposium included close to 300 senior officials from government and industry.

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    3. The Director of Office of Communications joined other representatives from the National Communications System in participating in the Eighth Meeting of the National Security Telecommunications Advisory Committee (NSTAC) at the Kennedy Space Center during 5-6 November. The NSTAC is comprised of senior communications officers from the private sector.

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    4. The Office of Finance recently installed the automated Field Accounting System in five Agency facilities

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     5. The Office of Personnel advises that [   ] Agency employees are participating in the Thrift Savings Plan, a participation rate of 32 percent

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versus 21 percent for the rest of the Government.

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     6. The Office of Information Technology completed negotiations with WANG Laboratories on a new hardware procurement contract resulting in a 28 percent

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savings for the Agency.

     7. The Office of Training and Education (OTE) has developed a one-day computer training workshop to assist Office of Personnel Insurance Division

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employees implement an automated claims processing system.

     8. OTE has also developed a three-day orientation course for the Office of Finance as a first step in designing a career development program for

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Finance careerists.

William F. Donnelly

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